

## **REAL ESTATE - RESIDENTIAL MORTGAGE LOAN OFFICERS**

Making or originate a residential mortgage loan directed to or received in the State of Utah, directly or indirectly solicit, process, place, or negotiate such a mortgage loan, or render services related to the origination, processing, or funding of such a mortgage loan, including taking applications, obtaining verifications and appraisals, and communicating with the borrower and lender.

**OES - SOC Code: 13-2072**

### **Fees:**

Application Fee Entity	\$200.00
Application Fee Individual	\$120.00
Renewal Fee Entity	\$200.00
Renewal Fee Individual	\$120.00
Background Check Fee & Submit Fingerprint Cards	\$ 39.00
Renewal Date	Each Year
Number of Utah Licensees:	
Mortgage Individual	6591
Control Persons	1306
Non-Affiliated Individuals	1052
Utah's Statute/Rule	61-2c-102

### **Requirements:**

1. Individual Application form, signed, with all blanks filled in and all applicable boxes checked.
2. Copy of employer Entity surety bond or all information for such bond completed on bond line, or the original \$10,000 Individual surety bond.
3. Two fingerprint cards.
4. Fingerprint letter of waiver.
5. \$200 Individual Application fee and \$39 fingerprint processing fee (do not need to be separate checks).

Blank fingerprint cards are available through the Division of Real Estate. Most law enforcement agencies will take your fingerprints for a nominal fee. If your fingerprint cards are not properly done and are therefore unacceptable to the Bureau of Criminal Identification or the FBI, you will be required to re-submit acceptable fingerprint cards. If any of the items are missing, your application is incomplete and will not be processed. Your application will not be effective until the date that all completed required paperwork and all fees are submitted.

### **For an Entity:**

1. Entity Application form with all blanks filled in and boxes appropriately checked, including signature and information for all Control Persons.
2. Certificate of existence from the Utah Division of Corporations showing the Entity is current and in good standing and listing the Entity's officers, or evidence of registration with such Division to do business in Utah.

3. Original \$25,000 surety bond on file with the Division (original bond must have original signature of a Control Person of the Entity, signature of bond company representative, and the seal of the bond company).
4. Two fingerprint cards for each Control Person – fingerprint cards must contain printed name, signature, date and place of birth, social security number, home address, citizenship, aliases, and personal description information.
5. Fingerprint letter of waiver, \$200 Entity Application fee, and \$39 fingerprint processing fee for each Control Person (do not need to be separate checks).

Control Persons that are already registered as Individuals do not need to submit any further information, fingerprints, or fees, but must be listed on the Entity Application as a Control Persons.

**Regulatory Agency:**

Utah Division of Real Estate  
Heber Wells Building, 2<sup>nd</sup> floor  
160 East 300 South  
Salt Lake City, UT 84111

<http://www.commerce.utah.gov/dre/index.html>

**Professional Associations & Organizations:**

National Association of Mortgage Brokers  
8201 Greensboro Dr, Suite 300  
McLean, VA 22102  
Phone No. (703) 610-9009  
Fax No. (703) 610-9005

<http://www.namb.org/>

Utah Mortgage Brokers Association  
60 South 600 East, Suite 150  
Salt Lake City, UT 84102  
Phone No. (801) 971-0264  
Fax No. (801) 364-8483

<http://www.uamb.org/>